Office Workflow Automation and Process Digitisation Fundamentals

Office Administration

Course Overview

Office Workflow Automation and Process Digitisation Fundamentals: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Office Workflow Automation and Process Digitisation Fundamentals
- Apply practical tools and techniques for Office Workflow Automation and Process Digitisation Fundamentals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Workflow Automation and Process Digitisation Fundamentals in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Setting the scene: Office Workflow Automation and Process Digitisation Fundamentals in today's organisation
2. Key concepts and the language of Office Workflow Automation and Process Digitisation Fundamentals
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Office Workflow Automation and Process Digitisation Fundamentals with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
16 to 20 Nov 2026	Online	**$750**
23 to 27 Nov 2026	Cape Town	**$1,450**

30 Nov to 4 Dec 2026	Lusaka	**$1,650**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.